

## Purpose of This Guide

Financial assistance through grants and cooperative agreements is available to cooperators from the Forest Service (primarily Research and State and Private Forestry units). This guide is designed to provide cooperators with a brief summary of Federal grants and agreements requirements, including applicable regulations, the application process, and budget and reporting requirements.

## Definitions

**Federal Financial Assistance:** The transfer of property, money, or other direct assistance to an eligible recipient to accomplish a public purpose of support or stimulation.

- 1) **Cooperative agreement:** A legal instrument used to document assistance when substantial involvement is expected between the Forest Service and the recipient.
- 2) **Grant:** A legal instrument used to document assistance when substantial involvement is not expected between the Forest Service and the recipient.

## Federal Requirements for Grants and Agreements

Federal requirements apply to different types of organizations that are awarded grants and cooperative agreements by the Forest Service. Requirements include

- 1) Federal Cost Principles,
- 2) Federal Management Standards,
- 3) Federal Audit Requirements, and
- 4) United States Department of Agriculture (USDA) implementing regulations.

Requirements are defined through Office of Management and Budget (OMB) circulars, Federal Acquisition Regulations (FAR's), and Code of Federal Regulations (CFR's). The following provides the applicable regulations and requirements by organization type.

<i>Federal Cost Principles</i>	<i>Type of Organization</i>
OMB Circular A-21	Educational
OMB Circular A-122	Nonprofit
OMB Circular A-87	State and local governments
FAR, Part 31	Profit organizations

<i>Federal Management Standards/ USDA Regs</i>	<i>Type of Organization</i>
OMB Circular A-110/ 7 CFR 3019	Profit, educational, nonprofit
OMB Circular A-102/ 7 CFR 3016	State and local governments

<i>Federal Audit Requirements/ USDA Regs</i>	<i>Type of Organization</i>
OMB Circular A-133/ 7 CFR 3050-3052	Educational, nonprofit, State and local governments
Cognizant agency	Profit organizations

In addition to these requirements, regulations for Governmentwide debarment and suspension (Nonprocurement) are described in 7 CFR 3017. Regulations for restrictions on lobbying are described in 7 CFR 3018. For copies of the documents listed, access the following Web-site addresses:

### *OMB Circulars:*

<http://www.whitehouse.gov/WH/EOP/OMB/html/circular.html>

### *FAR:*

<http://www.gsa.gov/far/90-37/html/31.html>

### *CFR's:*

<http://www.access.gpo.gov/nara/cfr>

## Application

To apply for an unsolicited Forest Service grant or cooperative agreement, the following Standard Forms (SF's) and Agriculture Department (AD) forms should be completed and submitted to the applicable Forest Service resource manager or research unit.

- 1) SF-424, Application for Federal Assistance
- 2) SF-424A, Budget Information for Nonconstruction Programs, or SF-424C for construction programs
- 3) SF-424B, Assurances for Nonconstruction Programs, or SF-424B for construction programs

## 4) Certifications--

- a. AD-1047, Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary covered Transactions
- b. AD-1049, Certification Regarding Drug-Free Workplace Requirements (Grants) Alternative I - Grantees Other Than Individuals, or AD-1052, Certification Regarding Drug-Free Workplace Requirements for State and State Agencies
- c. SF-LLL-A, Certification Regarding Lobbying, for awards over \$100,000

In addition to these forms, you must include the following:

- 1) Narrative Statement describing the project and methodology
- 2) Proof of Nonprofit Eligibility Status (if applicable)

## Budget

- 1) Costs should be allowable, allocable, and reasonable following guidelines set forth in the OMB Circulars.
- 2) Cost-sharing, if required under specific programs, must be reflected in the grant or cooperative agreement budget. These costs must be auditable, allowable, and supported with non-Federal funds. In-kind contributions must be valued in accordance with current market costs of similar goods or services.
- 3) Facilities and administrative costs (indirect costs) are those costs that are incurred for common or joint objectives and cannot be readily and specifically identified with a particular grant or cooperative agreement. Facilities and Administrative costs requested in the budget must be supported with a negotiated indirect cost rate approved by a cognizant agency.

## Recordkeeping and Reporting

- 1) Recipients are required to maintain and retain all financial records, program records, and supporting documents for 3 years from the date of submission of the final expenditure report.
- 2) Performance reports as required by the specific award should be submitted in writing and show progress achieved in accomplishing the goals and objectives of the award. If difficulties are encountered and goals or objectives are not expected to be met, it is incumbent upon the awardee to notify the technical representative for the Forest Service as soon as possible.

- 3) Financial reports must be filed using the following forms.
- SF-269/SF-269A, Financial Status Report--contains basic information about recipient outlays and unobligated balance.
  - SF-270, Request for Advance or Reimbursement--used to request payments (for recipients who do not use electronic method).
  - SF-272, Report of Federal Cash Transactions--used when recipients are paid by advance to monitor timing of the advance and subsequent disbursements.
  - PMS-272, Report of Federal Cash Transactions--same as the SF-272, but for recipients using the U.S. Department of Health and Human Services electronic payment system.

The frequency of reports is specified in the individual award.

### Award Changes

Prior approval by the Forest Service is required for the following changes under an award:

- Transfer of the effort to a subrecipient,
- Change in objectives or scope, and
- Absence or change in Principal Investigator.

### Suspension or Termination

Suspension or termination procedures are undertaken when the awardee has materially failed to comply with the terms and conditions of the award, the Forest Service has other reasonable cause, the parties mutually agree, or the awardee notifies the Forest Service in writing.

### Publications

The awardee must ensure that the Forest Service is acknowledged in all publications and the USDA nondiscrimination statement is included on all materials. For a copy of the most current nondiscrimination statement, refer to USDA Departmental Regulation (DR) Equal Opportunity Public Notification Policy, DR-4300-3.

Although a grant or agreement may permit the awardee to copyright documents developed in the course of the work, the Forest Service shall reserve a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use, the work for Government purposes.

### Nondiscrimination

The cooperator shall comply with all Federal statutes relating to nondiscrimination and all applicable requirements of all other Federal laws, Executive Orders, regulations, and policies. These include, but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (40 U.S.C. 2000), which prohibits discrimination on the basis of race, color, disability, or national origin; (b) Title IX of the Education amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; and (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of disabilities. Refer to DR-4300-3 for the applicable nondiscrimination statement that shall be posted in Forest Service offices, as well as in the primary and secondary recipient offices, at the public service delivery contact point.

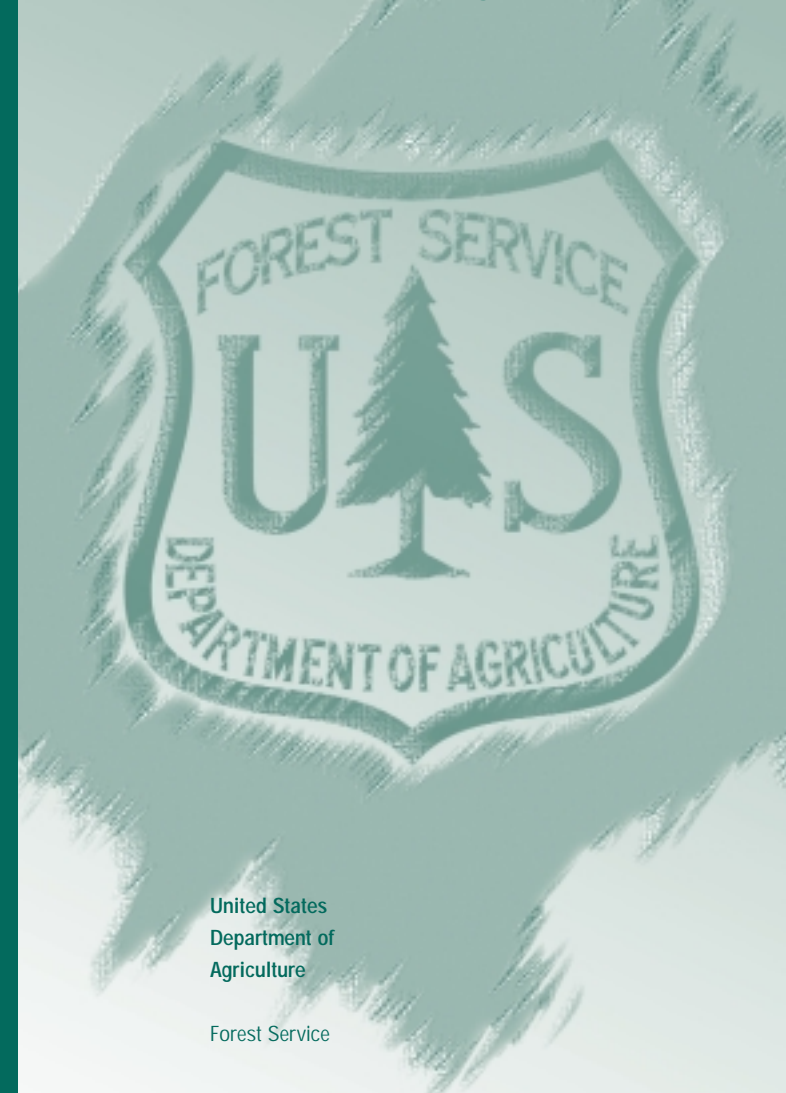
FS-663  
March 2000

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, or marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.



## A Cooperator's Guide to Forest Service Assistance Through Grants and Cooperative Agreements



United States  
Department of  
Agriculture

Forest Service